

ADVISER'S GUIDE TO ADVISING THE LODGE TREASURER

Preparation:

The purpose of this outline is to provide a method for coaching the lodge treasurer, the lodge finance chairman and related lodge leaders on:

- Principles of lodge financial operations;
- How to handle funds, records, etc;
- Working with the staff adviser, council bookkeeper and other related staff.



Review the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers* with particular emphasis on the treasurer's role in the Lodge.

Review the lodge rules with particular emphasis on the chief's role in the lodge

Obtain and review:

- Current and past financial reports and budgets
- Forms used for receipts, reimbursement, purchase order, etc.
- Review *Lodge Financial Record Book*, and any past Lodge financial records or reports make sufficient copies for the Treasurer and the Finance Committee Chairman.

ADVISING METHODS

1. Review lodge leader's motivation for accepting job. Ask 'Why did you accept the job of Treasurer? What do you hope to accomplish? How do you expect to do this?'
2. Review principles of financial operations
 - A. The Order of the Arrow pays its own way
 - B. The council serves as banker for the lodge and its chapters
 - i. Custodian account (2371 Custodian Account - Order of the Arrow)
 - ii. All other accounts to be maintained by the lodge
 - C. The lodge and its chapters follow the council's financial procedures
3. Review financial activities
 - A. Mechanics
 - i. How is money collected
 - ii. Who collects the money
 - iii. How are reimbursements made
 - B. Retail operations
 - i. Collecting dues
 - (1) Assist lodge secretary
 - (2) Follow up on delinquent members
 - ii. Selling supplies
 - iii. Handling activity registration
 - iv. What forms are required (receipts, etc)
 - C. Paying bills
 - i. Types of payments

- (1) National dues
- (2) Event fees forwarded to Section or National
- (3) Food for activities
- (4) Purchase of supplies and patches
- (5) Printing and postage
- (6) Ceremonial clothing purchase and maintenance
- (7) Telephone and other officer and committee expenses
- (8) Service projects
- ii. Authorized Approvals
 - (1) Who can authorize budgeted expenditures
 - (2) Besides lodge executive committee approval, what else is needed for non- budgeted expenditures
 - (3) What forms are required
- iii. Records of expenditure
 - (1) Purchase orders
 - (2) Lodge minutes
 - (3) Letters of approval
 - (4) Other documents
- iv. Petty Cash
 - (1) Council policy to be followed
 - (2) Recommended that there *not* be a petty cash fund
- D. Budgeting and monitoring expenses
 - i. The budget
 - (1) Grants to lodge officers the authority to raise and spend money
 - (2) Is a summary of the decisions on where the money comes from and where it goes
 - ii. Creating the Budget
 - (1) Responsibility of lodge treasurer and finance committee with input from all lodge functions
 - (2) Financial year of the lodge to run concurrently with the council's fiscal (financial) year
 - (3) Should be started 1 20 days before the end of the
 - (4) current fiscal year
 - (5) Budget format
 - (6) Budget contents
 - (7) Remember to include contingency funds
 - iii. Budget Approval
 - (1) Reviewed by key three
 - (2) Presented to lodge executive committee for final approval
 - iv. Budget Control
 - (1) Controlled by lodge executive committee
 - (2) Monthly reporting of receipts and expenditures to budget figures
- E. Auditing
 - i. NOT the responsibility of the lodge treasurer
 - ii. Purpose is to assure that proper methods are being followed consistently and that books balance
 - iii. Responsibility of lodge finance committee
 - (1) Roughly the same as done by lodge treasurer in reconciling to council's books
 - (2) See *Lodge Financial Record Book* No. 24-508 for more information
 - (3) Works with council bookkeeper
- F. Inventory
 - i. Recorded by lodge treasurer
 - ii. Made twice a year and recorded
 - iii. Works with council service center trading post manager
- G. Bookkeeping

- i. Review annually with council's bookkeeper procedures as it relates to the Order of the Arrow
 - (1) Over-the-counter receipts
 - (2) Use of receipts as a route slip (attached to order form or reservation request)
 - (3) Inventory control of literature, accessories, and jewelry
 - (4) Use of purchase orders for materials and equipment (copy for lodge treasurer)
 - (5) Payment of obligations (approvals required)
 - (6) Date information for monthly finance report is available from council bookkeeper
 - (7) Petty cash advances for lodge events
 - (8) Work and file space for lodge (with office manager)
 - ii. Reconciliation of council bookkeeper's figures to lodge treasurer's financial record book.
 - H. Money-Earning Projects
 - i. *Money-Earning Application* filed with Council Finance Committee
 - ii. Project Approved-
 - (1) Lodge executive committee
 - (2) Council Finance Committee
 - iii. Project does not interfere with *Friends of Scouting* or other council / district money raising activities
 - iv. Basic questions
 - (1) Are the funds needed?
 - (2) Is the project appropriate for the lodge to sponsor?
 - (3) Should the lodge even be having a money raising activity rather than just using profits from ongoing lodge operations?
- 4. Lodge Finance Positions and Duties
 - A. Lodge Treasurer
 - i. Elected lodge officer
 - ii. Maintains sound financial records
 - iii. Works closely with council service center (bookkeeper) in matters relating to
 - (1) income
 - (2) expenses
 - (3) inventory
 - (4) auditing
 - iv. Supervises receipt of all income
 - v. Deposits receipts in the council lodge account (through the council service center)
 - vi. Assists in preparation of annual budget (income and expenditures) for the lodge
 - vii. Works closely with the adviser to the lodge treasurer
 - viii. Works with lodge secretary and finance committee on collection of lodge dues
 - ix. Serves as recorder of purchases made in accordance with the lodge budget and approved by the lodge executive committee, or the supreme chief of the fire
 - x. Prepares financial statements for each lodge executive committee meeting
 - xi. Keeps the lodge executive committee and lodge finance committee aware of the income and expenditures of the lodge and their adherence to the lodge budget
 - xii. Works with chapters in maintaining chapter accounts if this is the council or lodge policy
 - B. Adviser (Finance)
 - i. Advises lodge treasurer on proper bookkeeping techniques and procedures
 - ii. Meets with lodge treasurer, Scout executive, staff adviser, and council bookkeeper as often as required to maintain adequate records
 - iii. Consults with the finance committee (chairman), as necessary to ensure the group is properly functioning

- C. Lodge Finance Committee
 - i. Appointed by Lodge Chief with the approval of the lodge adviser
 - ii. Develops annual lodge budget for approval by lodge executive committee (Chapter budgets are a part of the lodge budget)
 - iii. Works with lodge treasurer and lodge secretary in matters concerning dues collections
 - iv. Follows up on collection of dues from delinquent members
 - v. Provides assistance in event registration, sales of supplies, and other areas involving cash handling as requested.
- 5. Set tentative goals
 - A. Review goals of the key three and lodge executive committee have for the financial functions, if any?
 - B. Timely reports
- 6. Develop strategy for achieving goals
 - A. Recruiting and training additional committee members
 - B. Developing final goals and plans including budget and calendar
 - C. Securing approval of goals and plans including budget and calendar
 - D. Implementation of the plan
 - E. Recognitions and reports
- 7. Set personal development goals
 - A. Development of skills from the Lodge Leadership Development program
 - B. Setting the example - participation in all lodge activities

APPENDIX: SOURCE MATERIALS AND RESOURCES

2003 – 2007 Order of the Arrow Strategic Plan

<http://www.oa-bsa.org/programs/splan/>

OA Publications Listing

<http://www.oa-bsa.org/resources/pubs/>

Order of the Arrow Handbook #34996C, Revised 2002*

Guide for Officers and Advisers #34997B, Revised 2002*

**Available from the BSA National Supply Division, must be ordered through your local council.*